

PERSONAL PROTECTIVE EQUIPMENT (PPE)

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PERSONAL PROTECTIVE EQUIPMENT (PPE)

1. Introduction

- 1.1. Wherever there are risks to the health and safety of employees that cannot be adequately controlled in other ways, then Personal Protective Equipment (PPE) must be provided. PPE should only be issued as a last resort or to supplement existing control measures. The use of PPE is covered by the Personal Protective Equipment at Work Regulations 1992 (as amended). These regulations also require us to assess the suitability of any PPE before it is purchased, and to ensure that it is maintained in a good state of repair.
- 1.2. At Blackwood, we take reasonable precautions to reduce exposure to any workplace hazards; however, there may still be a need for us to provide some employees with PPE.

2. Policy Statement

- 2.1. Blackwood's policy is to ensure that; **'arrangements are in place to ensure that risks posed to the health and safety of its employees, that cannot be prevented by other means, are controlled by the provision of suitable Personal Protective Equipment (PPE)'**. We will do this by the implementation of this policy and procedure.

3. Definitions

- 3.1. **PPE** - is defined in the Personal Protective Equipment at Work Regulations as: 'All equipment (including clothing affording protection against the weather) which is intended to be worn or held by a person at work which protects them against one or more risks to their health and safety'. There are some exceptions, for example, ordinary working clothes and uniforms or protective clothing provided for hygiene purposes in our food preparation areas.

4. Duties and Responsibilities

- 4.1. **Care Service Managers/Team Leaders/Managers** – are responsible for ensuring that within their area of responsibility, suitable risk assessments are carried out and that adequate resources are made available for the provision, maintenance and storage of any PPE identified and for arranging any training deemed necessary.
- 4.2. **Employees** – are responsible for using any PPE provided in accordance with any instructions and training given. Employees must also take reasonable care of any PPE provided, and report any loss of, or defect with the PPE, to their line manager.

5. PPE – Risk Assessment

- 5.1. Where risks are not adequately controlled by other means Blackwood has a duty to ensure that suitable PPE is provided for employees exposed to those risks. PPE will only be suitable if;
- it is appropriate for the risks and working conditions;
 - takes account of worker's needs and fits properly;
 - gives adequate protection;
 - is compatible with any other item of PPE worn.
- 5.2. To ensure PPE meets these conditions, a risk assessment must be made to determine which PPE is suitable to control the exposure of the employee to the hazard being considered. This assessment should be in writing, and must be reviewed if it is suspected that the assessment is no longer relevant or valid, after an accident or near miss, or when legislation changes. There is no need to carry out an assessment if the hazard has already been assessed elsewhere, i.e. in a COSHH risk assessment. There are also exceptions to the requirement for a written risk assessment (see 6.5 below).
- 5.3. Some or all of the following should be taken into account in the risk assessment process;
- The risks in the workplace;
 - The parts of the body which may be affected;
 - The nature of the task;
 - The degree of physical effort involved;
 - Methods of work;
 - How long PPE must be worn;
 - Any special requirements e.g. ease of use when wearing spectacles or with other PPE.

6. PPE – Selection and Use

- 6.1. In selecting the appropriate PPE, the PPE must fit the wearer properly and cause minimum discomfort. Those who are required to use the PPE should always be consulted before any PPE is selected. Taking such considerations into account will mean it is more likely the user will wear the PPE.
- 6.2. In selecting appropriate PPE the health of the user must also be taken into consideration, as they may have pre-existing health issues that may make standard PPE unsuitable. Where there is any doubt as to the suitability of the PPE, advice should be sought from the H&S Advisor.

- 6.3. Where more than one item of PPE is worn, they should be mutually compatible and continue to be effective against the individual hazards in question.
- 6.4. Only good quality products which are CE marked and to the relevant British (BS) or European (EN) standard are to be used.
- 6.5. Any PPE required, must be provided free of charge.
- 6.6. Where PPE has been issued to an employee (other than single use disposable PPE), details should be recorded on their Clothing/Equipment Issued Record, which is detailed in Appendix 1 to our Clothing and Equipment Procedure <..\..\Procedures\Human Resources\Equipment Issued Record Form.docx>
- 6.7. Where the PPE is to be issued is for general use, a detailed risk assessment may not be necessary provided the PPE meets the following standards;
 - **Hard Hats** - safety helmet to EN397 or equivalent;
 - **Safety Footwear** - is essentially a matter of personal choice but it must conform to EN 345 or equivalent;
 - **Waterproof Jackets/Trousers** – depending on the type of protection required it should be to one or all of the following standards EN343 (rain), EN342 (cold) or EN471 (Hi-Viz).
- 6.8. Details of Blackwood branded PPE, can be obtained from the Marketing Team. For all other PPE use a reputable supplier from our approved suppliers list.

7. Training

- 7.1. Where PPE has been issued, the employee should be provided with information, instruction and training, which is adequate and appropriate, so that the employee understands;
 - the hazard or hazards which the PPE wholly protects or partly protects against, and the level of protection it offers against that hazard;
 - the purpose for which the PPE is to be used and how it is to be used;
 - How to maintain and store the PPE.
- 7.2. Training records should be kept wherever more than very simple instruction is required.

8. References

- 8.1. Clothing / Equipment Procedure
- 8.2. Personal protective equipment at work (L25)
<http://www.hse.gov.uk/pubns/books/l25.htm>
- 8.3. Selecting protective gloves for work with chemicals (INDG330)
<http://www.hse.gov.uk/pubns/indg330.htm>
- 8.4. Personal protective equipment (PPE) at work - A brief guide (INDG174)
<http://www.hse.gov.uk/pubns/indg174.pdf>